

## CONVEYANCING COSTS AND EXPENSES

### Conveyancing

This is the term that we use to describe the buying and selling of property. It means the process of transferring the ownership of a property from a seller to a buyer.

Properties in England and Wales are generally held either as freehold or leasehold (and less frequently as commonhold). The process for transferring ownership is similar for both freehold and leasehold property. However, a leasehold title is more complex and usually involves many more conditions and restrictions on the use of the property – as well as the involvement of a landlord and (often) a Management Company - and rent and service charges.

### What does it cost?

We have set out our prices for representing people when they are buying or selling a residential property. We have shown our own charges plus those expenses that are required in a typical transaction and which we will need to pay on your behalf during the process. Such expenses are frequently referred to as 'Disbursements'. Disbursements are costs related to your matter that are payable to third parties, such as HM Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Our prices shown here are estimates because every transaction is unique. What follows is not therefore to be taken as any form of binding quote. We will happily provide you with a specific tailored costs estimate on application.

### Purchase of a Freehold Residential Property

Our fees cover all of the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

#### Conveyancer Charges:

<b>Purchase Price</b>	<b>Our Charges</b>	<b>VAT (currently 20%)</b>	<b>Total</b>
Up to £100,000	£850.00	£170.00	£1,020.00
£100,001 to £200,000	£875.00	£175.00	£1,050.00
£200,001 to £300,000	£975.00	£195.00	£1,170.00
£300,001 to £500,000	£1,150.00	£230.00	£1,380.00
£500,001 to £750,000	£1,350.00	£270.00	£1,620.00
£750,001 to £1,000,000	£1,550.00	£310.00	£1,860.00
Over £1m Plus Additional Charge	£1,600.00 Plus 0.2% of the price over £1m	£320.00 Plus 20% of the Additional Charge	£1,920.00 Plus VAT on the Additional Charge
Bank Transfer Charge	£20.00	£4.00	£24.00

#### Expenses:

Searches:	£360.00 approximately (Local, Water & Drainage, Coal Mining and Environmental) but are subject to variation depending on locality as different authorities have their own fee scales
Bank Transfer :	£12.00 plus VAT of £2.40 – Total £14.40
Land Registry Search:	£7.00 (£10.00 if unregistered title)
Bankruptcy Search:	£6.00 per name
Electronic ID Check:	£14.40 per person
Lawyer Checker:	£18.00
Lender Panel:	£42.00 (only applicable if you have a mortgage)
Land Registry Registration:	From £20.00 to £1,105.00 depending on the purchase price and whether or not the property is currently registered at HM Land Registry and is the purchase of a whole title or just part of a title. <i>Please use this link to calculate the correct fee for your purchase:</i> <a href="#">HM Land Registry Fee Table</a>
Stamp Duty:	Please use the online calculator provided by HM Revenue & Customs at: <a href="#">HMRC Stamp Duty Land Tax Calculator</a> for England <a href="#">Welsh Government Land Transaction Tax</a> for Wales

### **Purchase of a Leasehold Residential Property**

Our fees cover all the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Transaction Tax) if the property is in Wales.

#### Conveyancer Charges:

Please use the table shown above for freehold purchases but add the sum of £300.00 (plus VAT of £60.00) – being a total of an additional £360.00.

As an example - if your purchase has a price of £275,000.00 then our Charges would be:

From the above table:	£975.00	plus VAT of £195.00	=	£1,170.00
Additional Charge:	£300.00	plus VAT of £60.00	=	£360.00
<b>Total:</b>				<b>£1,530.00</b>

#### Standard Expenses:

These will be the same (or very similar) to those set out for freehold Purchases shown above.

#### Anticipated Additional Expenses:

In addition there are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply in this category are set out separately

below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

Notice of Transfer: This fee if chargeable is set out in the lease. Often the fee is between £50.00 and £75.00 plus VAT of 20% where applicable

Notice of Charge: This fee if chargeable is set out in the lease. Often the fee is between £50.00 and £75.00 plus VAT of 20% where applicable

Deed of Covenant: This fee is often provided by the management company for the property and can be difficult to estimate. Often it is between £150.00 and £300.00 plus VAT of 20% where applicable

Compliance Certificate: This is often required by the lease so as to permit registration of the Transfer at HM Land Registry. This is difficult to estimate but can be between £150.00 and £300.00 plus VAT of 20% where applicable

### Sale of a Freehold Residential Property

Our fees cover all of the work required to complete the sale of your home including, where relevant, the repayment of any mortgage or charge secured on the property. We make a charge for each bank transfer that we arrange for you. For example, if we are discharging a mortgage and paying the net sale proceeds to you then there will be two such charges.

#### Conveyancer Charges:

Purchase Price	Our Charges	VAT (currently 20%)	Total
Up to £100,000	£825.00	£165.00	£990.00
£100,001 to £200,000	£850.00	£170.00	£1,020.00
£200,001 to £300,000	£950.00	£190.00	£1,140.00
£300,001 to £500,000	£1,050.00	£210.00	£1,260.00
£500,001 to £750,000	£1,250.00	£250.00	£1,500.00
£750,001 to £1,000,000	£1,350.00	£270.00	£1,620.00
Over £1m Plus Additional Charge	£1,500.00 Plus 0.2% of the price over £1m	£300.00 Plus 20% of the Additional Charge	£1,800.00 Plus VAT on the Additional Charge
Bank Transfer Charge (each)	£20.00	£4.00	£24.00

#### Expenses:

Bank Transfer (each): £12.00 plus VAT of £2.40 – Total £14.40

Land Registry Title/Plan: £14.00

Land Registry Documents: £7.00 each

Electronic ID Check: £14.40 per person

### Sale of a Leasehold Residential Property

Our fees cover all of the work required to complete the sale of your home including, where relevant, the repayment of any mortgage or charge secured on the property. We make a charge for each bank transfer that we arrange for you. For example, if we are discharging a mortgage and paying the net sale proceeds to you then there will be two such charges.

Conveyancer Charges:

Please use the table shown above for Freehold Sales but add the sum of £300.00 (plus VAT of £60.00) – being a total of an additional £360.00.

As an example - if your purchase has a price of £275,000.00 then our Charges would be:

From the above table:	£950.00	plus VAT of £190.00	=	£1,140.00
Additional Charge:	£300.00	plus VAT of £60.00	=	£360.00

**Total: £1,500.00**

Standard Expenses:

These will be the same (or very similar) to those set out for Freehold Sales shown above.

Anticipated Additional Expenses:

In addition there are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply in this category are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease.

Management Pack/Form LPE1: this provides information issued by the Landlord or Management Company designed to assist the buyer with relevant information about the property and matters such as service charges, rents, fire certificates, asbestos certificates and related matters.  
There is no standard fee for this but we have seen charges of between £150.00 and £500.00. VAT is not always chargeable but where it is then it will be at the rate of 20% on the basic fee.  
Applies to each management company pack required.

Landlord Consent: Sometimes required if stated in the lease. Fees vary but can be between £150.00 and £300.00 plus Vat at 20% if applicable.

**Sundry Additional Charges**

The Charges listed here do not apply in all cases but, where they do, they apply in addition to the tables of Charges set out above. The list is not exhaustive but does cover some common elements.

Residential Purchases:

New Build: Additional Charge of £450.00 plus VAT of £90.00 (total £540.00)

Unregistered Title: Additional Charge of £200.00 plus VAT of £40.00 (total (£240.00)

Help to Buy: Additional Charge of £200.00 plus VAT of £40.00 (total £240.00)

Lifetime ISA:	Additional Charge of £150.00 plus VAT of £30.00 (total £180.00)
Declaration of Trust:	Additional Charge of £300.00 plus VAT of £60.00 (total £360.00)
3 <sup>rd</sup> Party Funder:	Additional Charge of £200.00 plus VAT of £40.00 (total £240.00); and Electronic ID Fee of £7.80 per person
Indemnity Policy:	Additional Charge of £75.00 plus VAT of £15.00 (total £90.00) for each such policy that we arrange for you. These policies are often required to address a title defect or an absence of a required planning consent or building regulations consent or similar.

Residential Sales:

Unregistered Title:	Additional Charge of £200.00 plus VAT of £40.00 (total (£240.00))
Indemnity Policy:	Additional Charge of £75.00 plus VAT of £15.00 (total £90.00) for each such policy that we arrange for you. These policies are often required to address a title defect or an absence of a required planning consent or building regulations consent or similar issue.

**Remortgage or Mortgage of a Freehold**

Our fees cover all of the work required to complete the remortgage or mortgage of your home including, where relevant, the repayment of any mortgage or charge secured on the property. We make a charge for each bank transfer that we arrange for you. For example, if we are discharging a mortgage and paying the net proceeds to you then there will be two such charges.

<b>Value/Mortgage Advance</b>	<b>Our Charges</b>	<b>VAT (currently 20%)</b>	<b>Total</b>
Up to £100,000	£800.00	£160.00	£960.00
£100,001 to £200,000	£850.00	£170.00	£1,020.00
£200,001 to £300,000	£950.00	£190.00	£1,140.00
£300,001 to £500,000	£1,050.00	£210.00	£1,260.00
£500,001 to £750,000	£1,250.00	£250.00	£1,500.00
£750,001 to £1,000,000	£1,350.00	£270.00	£1,620.00
Over £1m Plus Additional Charge	£1,500.00 Plus 0.2% of the price over £1m	£300.00 Plus 20% of the Additional Charge	£1,800.00 Plus VAT on the Additional Charge
Bank Transfer Charge (each)	£20.00	£4.00	£24.00

Expenses:

EITHER Searches:	£360.00 approximately (Local, Water & Drainage, Coal Mining and Environmental) but are subject to variation depending on locality as different authorities have their own fee scales
OR Search Insurance:	£250.00 approximately. This varies as to the insurer and the value being insured. Not all lenders allow search insurance

Bank Transfer : £12.00 plus VAT of £2.40 – Total £14.40

Land Registry Search: £7.00 (£10.00 if unregistered title)

Bankruptcy Search: £6.00 per name

Electronic ID Check: £14.40 per person

Lender Panel: £42.00

Land Registry

Registration: From £20.00 to £305.00 depending on the mortgage advance/value and whether or not the property is currently registered at HM Land Registry and is the purchase of a whole title or just part of a title..

*Please use this link to calculate the correct fee for your purchase:*

[HM Land Registry Fee Table](#)

Stamp Duty: Please use the online calculator provided by HM Revenue & Customs at:

[HMRC Stamp Duty Land Tax Calculator](#) for England

[Welsh Government Land Transaction Tax](#) for Wales

## **Timescales and the Conveyancing Process**

For a Purchase:

### **Timescales**

How long it will take from your offer being accepted until you can move into your house will depend on a number of factors. The average process takes between 8-10 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a first time buyer, purchasing a new build property with a mortgage in principle, it could take 8 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 4 months. In such, a situation additional charges would apply.

### **Stages of the process**

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, below we have suggested some key stages.

We will:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact the lender's solicitors if needed
- Receive and advise on Contract and title documents
- Advise on joint ownership (where applicable)
- Carry out required searches
- Obtain copies of further planning documentation if required
- Make any necessary enquiries of the seller's solicitor
- Give you advice on all documents and information received
- Go through the conditions of your mortgage offer with you

- Draft the Transfer and collate the Stamp Duty Return form
- Have you sign the final Contract and Transfer, Mortgage Deed and Stamp Duty Tax Return
- Agree a completion date (this is the date from which you own the property)
- Remind you about setting up buildings insurance
- Exchange Contracts and notify you that this has happened
- Arrange for all monies needed to be received from the lender and you
- Make final pre-completion checks/searches and then complete the purchase
- Deal with payment of Stamp Duty/Land Transaction Tax
- Deal with the application for registration at HM Land Registry
- Notify you with copies of the updated Register of Title once received from the Land Registry
- Close and archive our file of papers

Leasehold property additional steps likely to apply.

We will:

- Draft and issue Notices of Transfer and Charge to the Landlord/Management Company
- Draft and complete any required Deed of Covenant and lodge with the Landlord/Management Company
- Obtain any required Compliance Certificate or Consent to the Transfer from the Landlord

Further information can be obtained from these sources:

- The Law Society <https://www.lawsociety.org.uk/public/for-public-visitors/common-legal-issues/buying-a-home/>
- Legal Choices <https://www.legalchoices.org.uk/>

### **Some Assumptions (for all transactions) that you should note:**

Our tables of Charges assume that:

1. it is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
2. (if leasehold) that it is the assignment of an existing lease and is not the grant of a new lease
3. the transaction is concluded in a timely manner and no unforeseen complication arise
4. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
5. no indemnity policies are required. Additional disbursements and charges may apply if indemnity policies are required.

### **Our Conveyancing Team**

Our team has over 70 years of collective experience in delivering high quality work in all matters relating to residential conveyancing.

We have three solicitors, an apprentice solicitor and two paralegals who may work on your matter. Regardless of who works on your matter, they will be supervised by either Mark Butson or Frances Cowan – both Partners in the firm with a huge amount of experience in this area of work.

### **Mark Butson - Partner**

Mark has more than 40 years' experience in conveyancing work and has been able to successfully assist in many transactions over that time.

Mark qualified as a solicitor in 1985 having completed his training contract with the firm. He maintains knowledge of current developments in conveyancing through ongoing relevant professional development courses.

### **Frances Cowan – Partner**

Frances is also highly experienced in conveyancing and has some 25 years practical experience.

Frances qualified as a solicitor in 2002 having completed her training contract with the firm. Since qualifying Frances has successfully assisted in many hundreds of conveyancing transactions and has a comprehensive knowledge of the topic in its many forms.

### **Carly Calder – Solicitor**

Carly qualified as a solicitor in early 2025 having worked through the apprentice solicitor programme after joining the firm in 2017. Carly has considerable experience in residential conveyancing and re-mortgage work and has conducted many transactions under the supervision of Mark or Frances.

### **Rhiannon Murray – Apprentice Solicitor**

Rhiannon has a degree in psychology and is currently enrolled as an apprentice solicitor starting work with the firm in this capacity in 2024. As a part of her training Rhiannon works in several departments within the firm but has gained considerable experience in residential conveyancing and re-mortgage work.

### **Paralegals**

The team also includes two paralegals.

**Janice Thompson** has been with the firm since 1985 and has many years of practical experience in the field of conveyancing, having worked on many hundreds of sales and purchases in her time. She is very familiar with Land Registry processes and requirements and has a depth of knowledge allowing her to deal expertly with the day to day aspects of residential conveyancing.

**Clare Buckham** joined the firm in 2018 and initially worked in our Family Law team. She now works with Mark in residential conveyancing transactions and in addressing day to day progress so as to ensure a smooth process from instruction to close.

Both benefit from extensive training provided externally and from within the firm and work under the direct supervision of either Mark or Frances.